

OFFICE OF THE SECRETARY OF STATE
LOUISIANA STATE ARCHIVES
MAIL-IN GENEALOGICAL RESEARCH REQUEST FORM

For the person or subject on which you seek information, type or print the following.
Please refer to the **Research Library Mail-In Research Request Fee Schedule** for a
list of the request that will be accepted:

Person: _____

Record: _____

Date Span: _____ Parish: _____

Municipality: _____

Other: _____

**List only one name and record you want researched and copied. Use a separate
form for each research request.**

**The Archives is not authorized or staffed to engage in comprehensive
genealogical research or to verify family relationships, and is limited to only
specific requests. (See Research Library Mail-In Research Request Fee Schedule)
A list of genealogists who conduct research for a fee is available upon request.**

**Submit check or money order to: Secretary of State, Research Library, P.O. Box
94125, Baton Rouge, LA 70804-9125. Payment must be received before research
request will be conducted. Please do not send cash! Phone (225) 922-1208 for
assistance.**

**NOTE: Fees are for research and must be retained for both successful and
unsuccessful searches.**

Name: _____

Address: _____

Daytime Phone Number: () _____